

Getting the Housekeeping Habit

Put safe housekeeping into your daily routine.

On the way to your workstation:

- Look for any burned-out lights, broken glass, or debris lying around. Report problems when you get to your phone.

All day long:

- Keep your own work area clean of clutter, dust, and surface spills.
- Report broken equipment promptly
- Pick up broken glass immediately, with a broom and dustpan, never with your hands.
- Put tools and equipment in their proper place when you've finished with them.
- Dispose of waste promptly in the proper containers.
- Keep food, beverages, and tobacco out of the work area.
- Store food at the correct temperature.
- Wash your hands before and after handling food.
- Wash counters, dishes, and utensils after use.

At the end of the day

- Leave your workstation clean and tidy.



When in doubt about proper disposal, ASK!!